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T/I/M-13
16 March 1965

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

TASK TEAM I - CONTENT CONTROL

Minutes of the Thirteenth Meeting, 5 March 1965

Members or Their Representatives Present

NSA

CIA
DIA
STATE
CSS

Others Present

None

1. [] opened the all-day meeting and requested that members report manhours expended to date in preparation for task team meetings.

2. [] then discussed actions accomplished to date in planning use of the DoD geopolitical digraph as part of the area classification system used in DIA's Minicard system. This is requiring considerable and basic redesign of the presently utilized ISC area classification system. [] indicated that the changeover in DIA would occur in the near future.

3. [] discussed our objectives in developing a content control scheme. With regard to area control, our prime responsibility is to represent the world in a manner that will aid in dissemination and filing of information. To do this, we must divide the world into unambiguous pieces. We are now defining countries and island groups in this manner. Where it is desirable to aggregate above this level, we should be able to specify precisely what these aggregations consist of, by countries and island groups or other specifics.

4. The problems involved in accommodating "flare-ups" in previously "little known" areas were cited as an example of the need for unambiguous

Group 1
Excluded from automatic
downgrading and
declassification.

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treatment at very specific levels of area control prior to aggregation for normal operational use.

5. Also discussed were the difficulties encountered in using conceptual aggregations such as, the Free World, the Communist World, the Middle East; under-developed countries, non-aligned countries, Arab States, Latin America etc. The need to be able to specify exactly what is meant by these concepts in terms of unambiguous "countries" and "island groups" was discussed. This is needed even though different activities might specify different countries and island groups therein, depending on purpose or preference.

6. The team then speculated on the design of a content control scheme, and the need for hierarchy in aggregating by area or area concept. It was noted that a hierarchical structure offered several distinct advantages such as dealing with "little known" areas or when reports or other products specify area covered by a conceptual term like Middle East. It was the consensus that we will probably need collective terms like these disposed in a hierarchical structure. However, in systems where computers are used, it might be possible to generate these collective terms within which a "country" or "island group" was assigned by simple look-up tables. This could be done at any appropriate time or place after the "country" or "island group" name was determined by the "content controller". Therefore, it was decided to defer on considering how and when collective terms might be generated and applied to documents.

25X1 7. [] opened the afternoon session with a presentation of his
25X1 study, findings and recommendations on the nature and scope of subject
content control. The basis for [] presentation was a comparison
of subject coding categorizations in the USSR-sponsored Intelligence
Subject Code (ISC) system, the system employed in Department of State Records
Classification Handbook, the system used by the Intelligence Publications
Index (IPI), and a system developed and proposed for subject content control
by the Staff for the Community Information Processing Study (SCIPS). After
25X1 considerable discussion it was decided that task team members would study
[] findings, recommendations and questions to be answered.

8. Mr. Whipp then presented a briefing on his conclusions as to the need for and design of a content control scheme. He emphasized the absolute need for continued consideration of manually-maintained systems of dissemination and filing of information, some of which will be with us for some time to come. He also reiterated the criticality of minimizing additional manpower requirements which might be inherent in a new system or procedure. He felt that content control, when applied, must serve to replace ongoing efforts of a similar nature wherever possible. This should minimize additional requirements and highlight benefits for the individual agency participating in content control applications.

9. Think papers received from [] will be
the subjects of discussion at the next meeting of the task team. This will

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be held at 0900, 26 March 1965 at the Department of State. Members should go to the Diplomatic Entrance which faces on C Street. Mr. Whipp will be there to lead us to the conference room.



Secretary

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